



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**PROGRAM TECHNICIAN II
\$2,551 - \$3,103
PRODUCER LICENSING BUREAU
SACRAMENTO
MULTIPLE POSITIONS**

RESPONSIBILITIES: Under general supervision of a Supervising Program Technician III, the incumbent performs a variety of work including but not limited to: processing certification and clearance letter requests, address changes, disciplinary actions, organization endorsements, bonds, renewals, duplicate license requests, and other miscellaneous documents; establishing and updating insurance producer's computer records; and answering inquiries from members of the insurance industry, principally by telephone and in writing.

DESIRABLE QUALIFICATIONS: Candidates should have good interpersonal and communication skills, both written and verbal; be dependable, punctual, have good attendance; be initiative, resourceful, exercise good judgment, have the ability to work independently, follow directions, work cooperatively with others, and deal tactfully with the public.

WHO MAY APPLY: Applications will be accepted from current and former State employees at the Program Technician II level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance—Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “Program Technician II, #145-9928-XXX” on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: April 20, 2007.

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD